



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 19, 1977	1. Agency Address Georgia Department of Human Resources Division of Vocational Rehabilitation Georgia Factory for the Blind P. O. Box 218 Bainbridge, Georgia 31717	Application Number 77-237	
Application Number DHR-158		Date Received JUL 22 1977	Date Completed AUG 5 1977
2. Person to Contact Mr. Clayton Penhallegon		Working Title Executive Director	Telephone Number 912-246-5653
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 7/75 to date	5. Records Series Title (followed by title used in office, if different) Finished Products Reports Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Vocational Rehabilitation is responsible for supervising and directing the programs in the State which are designed for training the non-productive members of society to become productive members of society, with emphasis on serving the severely disabled on a priority basis.</p> <p>Facilities Section has the responsibility to supervise and direct activities of eight State-wide rehabilitation facilities located throughout the State which are Yarbrough Rehabilitation Center; Georgia Rehabilitation Center; Warm Springs Hospital; Alto; Atlanta Employment Evaluation and Service Center; Cave Springs; Factory for the Blind; and Gracewood.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: manufacturing brooms, mops and mattresses at Georgia Factory for the Blind.</p> <p>Included are: form FB 10 (Rev. 3-58) (Stock Issue) shows date, requisition number, department, stock number, quantity, unit, description of items issued; production order; Daily Report of Finished Products Completed; Daily Production and Rate Sheet; Employee's Production Bonus Earnings.</p> <p>File is arranged: by date and number</p>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Varies</u> ; Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old <u>none</u> ; twenty-five months and older <u>None</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>7</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ 2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Clayton Penhalligan	7/15/77	Elizabeth N. Crank	7/19/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-25-77
		Secretary of State/Designee	7-28-77
		Attorney General/Designee	7-25-77